

ALASKA STATE HISTORICAL RECORDS ADVISORY BOARD



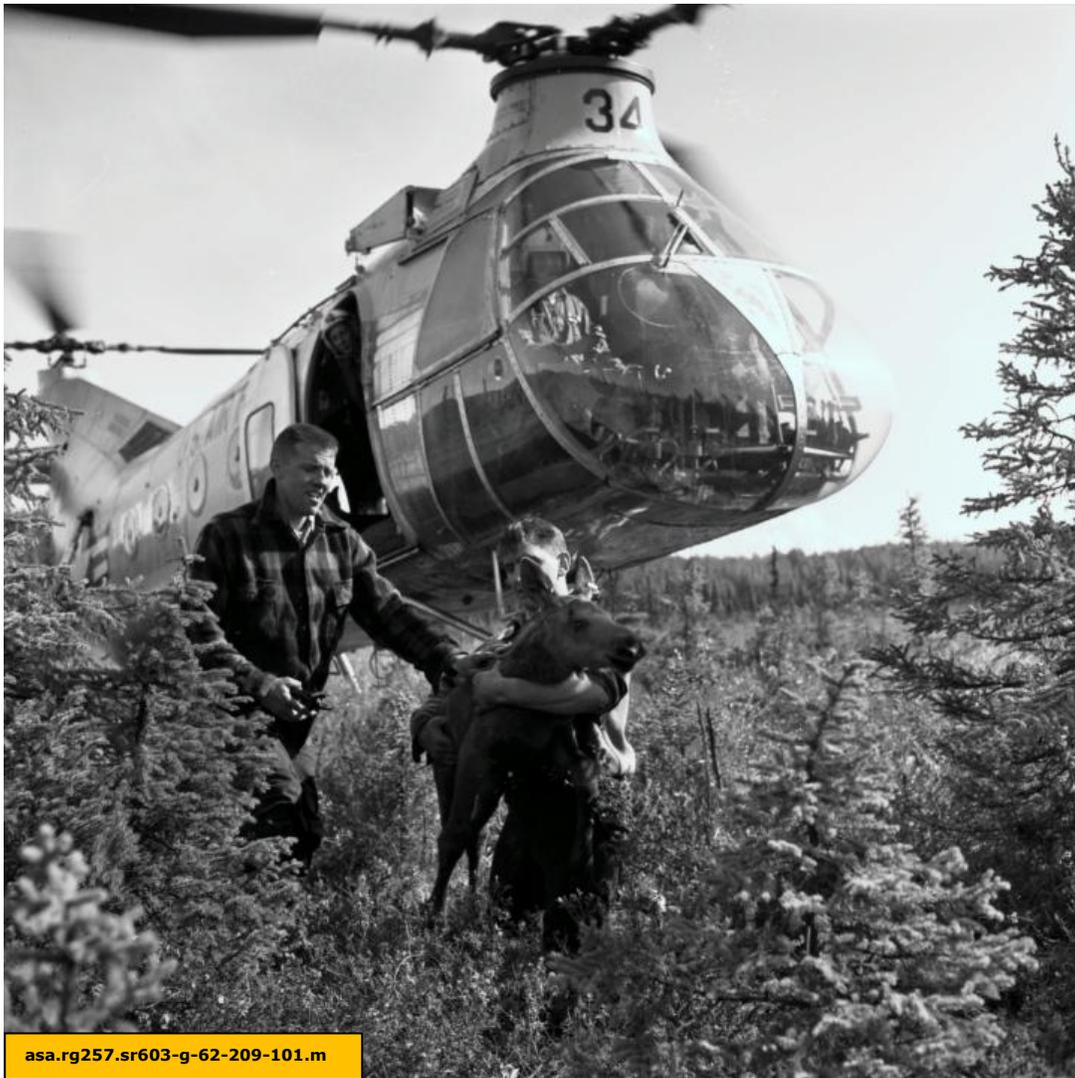
JUNEAU, ALASKA
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FIVE YEAR PLAN

2009 to 2014

The Future of Alaska's Past

**PLAN TO PRESERVE ALASKA'S
DOCUMENT HERITAGE**



**THE ALASKA STATE
HISTORICAL RECORDS ADVISORY BOARD
FIVE YEAR PLAN
2009-2014
MISSION STATEMENT**

The Alaska State Historical Records Advisory Board believes that the collection and preservation of historical records, Alaska's priceless legacy, are fundamental to understanding our past and guiding our future.

- The Alaska State Historical Records Advisory Board (ASHRAB) is an advisory body appointed by the Governor. ASHRAB has two basic responsibilities. First, the board reviews and recommends proposals to the National Historical Publications and Records Commission (NHPRC is the granting agency of the National Archives and Records Administration). Any nonprofit organization may apply to NHPRC for archival preservation funding.
- Second, ASHRAB works to preserve the State's documentary heritage, by working with organizations interested in preserving Alaska's historical records.

MEMBERSHIP

ASHRAB consists of at least nine members:

- State Archivist, Board Coordinator and principal contact with NHPRC
- Chief, Office of History & Archaeology, Deputy Coordinator
- Native community representative
- Local government representative
- Other members who either work with historical records professionally, or who conduct historical research

State Archives staff provide administrative and technical assistance to the Board.

GOALS

Goal I. Develop an effective management and planning process to enhance the Board's ability to promote records preservation in Alaska.

Objective A. Strengthen the Board's ability to carry out its mission.

- Regularly review and update the written mission statement that defines the Board's primary function and its activities
- Prepare an annual report that reviews and evaluates the Board's progress in carrying out its plan
- Seek statutory designation for the Board and state funding to support it

Objective B. Review the Board's plan annually and update it every five years or as needed to meet Alaska's changing records collection and preservation needs.

- Distribute the five-year plan to appropriate organizations and individuals
- Update the *Historical Records Needs Assessment* every four years, and review the *Statement of Priorities* annually

Goal II. Structure the Board's activities to enhance its statewide profile.

Objective C. Conduct meetings at least two times a year.

- Encourage public attendance and participation at meetings
- Strive to meet in communities other than Anchorage, Fairbanks, or Juneau
- Use alternative means such as teleconferencing or videoconferencing between regularly scheduled meetings to keep the Board Members informed of the progress of projects and other activities

Objective D. Evaluate the composition of the Board on a regular basis.

- Make recommendations to the Governor's Office for individuals that would give a broader background and ethnic diversity to the board to include:
 - Alaska Municipal Clerk's Association representative
 - Rural historical organization or society
 - Representative from a rural records management background
 - Representative from a tribal native entity

Goal III. Support efforts in the preservation of Alaska's documentary heritage.

Objective E. Encourage the physical survival of Alaska's documentary heritage.

- Develop and review studies and statistical data that describe the condition of records preservation in Alaska
- Work cooperatively with other Alaska organizations that deal with disaster response including Homeland Security and the State's CIO to ensure records recovery is considered in statewide disaster plans.
- Encourage local governments and organizations with records to develop site-specific disaster response plans
- Share available professional literature and promote storage standards for archival facilities
- Distribute guidelines about caring for local public records to local governments and recognized Tribal entities
- Provide records retention schedules to local governments and tribal entities as a model for the development of their schedules and archival programs

Objective F. Encourage the collection of original source material.

- Encourage private organizations and institutions to preserve their records
- Prepare a list of Alaskan repositories to distribute to potential donors
- Encourage the donation of historical materials to appropriate repositories
- Encourage organizations without proper means to store records or make them available for research to develop arrangements with major archives in Alaska

Objective G. Seek to identify sources of funds in order to increase support for preserving records and making them available.

- Widely publicize the NHPRC program and encourage institutions and organizations to apply for grants
- Encourage potential candidates to send preliminary NHPRC applications to the Board for evaluation and assistance prior to applying on-line
- Ask present and former Board members, staffs at archival institutions, and successful applicants to assist candidates with NHPRC proposals
- Draft project applications to submit to NHPRC including grants to strengthen local government records programs, to assist local historical organizations to prepare guides and finding aids to their collections, and to care for Native Alaskan records
- Seek funding to provide necessary match for NHPRC grants
- Request state funding to support the preservation of records
- Seek foundation funding for archival projects in Alaska

Goal IV. Encourage collaborative efforts among Alaskan institutions to share information about records and records holdings.

Objective H. Develop relationships with organizations that manage collections to promote the involvement of the Board and NHPRC in records preservation.

- Encourage cooperation between NARA Pacific Alaska Region, the State Archives and the ASHRAB Board
- Develop a working relationship with the Anchorage Chapter of ARMA (Association of Records Managers and Administrators)
- Promote a close working relationship between the State Archives and other state agencies whose operations affect archives and records management
- Encourage cooperative efforts and support from the major archival repositories and organizations in Alaska regarding records preservation
- Work cooperatively with individuals within the Alaska Native community who are concerned about the preservation of records
- Provide Alaska Native organizations with copies of annual reports and news releases
- Encourage local organizations to use the professional expertise of the State Archives and other professional archival organizations within the state

Goal V. Provide leadership in education, advocacy, and outreach for the management of archives, and preservation, storage and care of records.

Objective I. Contact records organizations to make them aware of available resources.

- Highlight grants funded, board services, and other events relevant to archives and records, distribute to newspapers, local historical societies and museums
- Actively seek positive public relations for the State Archives and the ASHRAB Board
- Draft and update kits, basic checklists, resource lists and other materials that can be readily available to the public
- Notify client organizations that the State Coordinator or designee is available for presenting talks on Alaska's records management and preservation of records
- Provide information through workshops on standards for facilities and disaster planning

GOAL VI. Keep abreast, and utilize advances in communication and information technologies.

Objective J. Explore the use of technological advances.

- Maintain and update a web-page for the ASHRAB Board with basic resource information and links to related organizations
- Investigate posting kits, guidelines, manuals and related materials on the web to increase accessibility to stakeholders throughout Alaska
- Promote technological advances for managing records

Appendix A

ASHRAB will distribute its revised five-year plan and annual reports to the following organizations:

Anchorage Museum of History & Art
Alaska & Polar Regions Collections & Archives, University of Alaska Fairbanks
Anthropological Association Alaska Association for Historical Preservation
Alaska City Mayors
Alaskana Collection, Anchorage Public Library
Alaska Humanities Forum
Alaska Municipal Clerks
Alaska State Archives
Alaska Historical Society
Alaska Library Association
Alaska Moving Image Preservation Association
ARMA Anchorage Chapter
Carrie McLain Museum
Eagle Historical Society
Gastineau Channel Historical Society
Historical Collections, Alaska State Library
Isabel Miller Museum, Sitka
Juneau Douglas City Museum
Ketchikan Museum
National Archives Pacific Alaska Region
Museums Alaska
Northwest Archivists Association
Pratt Museum, Homer
Sheldon Museum, Haines
Skagway City Museum
University Archives, University of Alaska Anchorage
Valdez Community Museum & Archives

Appendix B

Alaska State Historical Records Advisory Board Members

Dean Dawson, State Archivist
Coordinator
Department of Education & Early Dev.
141 Willoughby Ave.
POB 110525
Juneau AK 99811-0525
dean.dawson@alaska.gov

Judy Bittner/Jo Antonson, Hist. Pres. Off
Deputy Coordinator
Office of History & Archaeology
Department of Natural Resources
Suite 1310, 550 West 7th Ave.
Anchorage AK 99051-3565
Judy.bittner@alaska.gov
Jo.antontson@alaska.gov

Megan K. Friedel
Public/Historical
Archives & Special Collections
Consortium Library
University of Alaska Anchorage
3211 Providence Drive
Anchorage AK 99508
mfriedel@uaa.alaska.edu

Laura Samuelson
Public/Historical
City of Nome POB 281
Nome AK 99762
museum@ci.nome.ak.us

Bruce Parham
Public/Historical
Anchorage AK 99502-1957
bparham@gci.net

LaRue Barnes
Public/Historical
Ilanka Cultural Center
Native Village of Eyak
110 Nicholoff Way
Cordova AK 99574
larue@eyak-nsn.gov

Gladi Kulp
Public/Historical
640 Hemlock Way
Juneau AK 99801
gladikulp@yahoo.com

Zachary Jones
Native American Records
1202 Pike Court
Juneau AK 99801
zachary.jones@sealaska.com

Dennis Moser
UAF Archivist
Elmer E. Rasmuson Library
Alaska & Polar Regions Collections
& Archives
POB 756808
Fairbanks AK 99775-6808
djmoser@alaska.edu

vacant
Local Government Records

Alaska State Historical Records Advisory Board

Statement of Priorities

In order to focus on historical records in Alaska, the State Historical Records Advisory Board has adopted this *Statement of Priorities*. This *Statement* reflects the Board's understanding of Alaska's current historical records issues and how to address them, either with National Historical Publications & Records Commission (NHPRC) grants, or in other ways. The *Statement* is intended to focus broad activities for a three to five year period, and may be reviewed or expanded by the Board at any time.

The Board reviews Alaskan grant applications (with the exception of Native American projects/programs, which are excluded by Presidential Executive Order) prior to NHPRC consideration and gives preference to proposals that accord closely with its *Statement of Priorities*. Applicants, however, should not consider the *Statement* to be exclusive. The Board encourages proposals when applicants demonstrate their importance, and the need for outside funding. The Board encourages Alaskans to support efforts that relate to the objectives of the Board's *Statement*. The Board also solicits solutions independent of NHPRC funding. The Board emphasizes project proposals that:

1. Identify, evaluate and preserve endangered archival records and manuscript resources with respect to:
 - a. Physical form (like nitrate negatives and electronic records);
 - b. Physical location (such as records housed in deteriorating buildings);
 - c. Physical storage space that will no longer be available.
2. Identify, preserve, arrange and describe archival records and manuscript resources.
3. Develop archival and manuscript resource guides, including an online electronic information system using a web interface, to ensure and facilitate public access, with the following priorities:
 - a. Participation and collaboration by two or more entities.
 - b. A guide or descriptive list of a specific institution's major holdings.
 - c. A guide, series of guides, or finding aids to one or more collections in a repository.
4. Deliver educational programs that:
 - a. Train those who are not professional archivists but who administer archival records. This training could focus on the identification, preservation, arrangement, description and security of materials.
 - b. Increase organizational concern for and a greater public understanding and appreciation of records with permanent archival value.

- c. Increase the skills of archivists, especially in developing expanded records programs.
5. Create programs within an organization or shared by organizations, to demonstrate concepts, practices and benefits of archival records management. This could include creating a pilot project within a local government, museum, research center, historical society, union, business; and, social, political, and Native organization.
6. Fund an itinerant archivist to provide onsite assistance to an institution with limited resources.
7. Identify, arrange & describe privately held significant collections and make this information accessible to researchers online.
8. Integrate records and information management practices, especially inventory, appraisal for permanent retention, and/or scheduling within an archival or manuscript context.
9. Develop long-term preservation protocols for digital content.

General Criteria for Proposals

1. Highest priority will be given projects of a statewide nature.
2. Projects of a collaborative nature between institutions with similar needs are encouraged.
3. The applying institution will participate in the costs, staffing, requirements and facilities required during the course of the project.
4. The institution has a successful history of completing its previous grants and/or projects.
5. The proposed project is consistent within the scope of the institution's mission.
6. The project will demonstrate archival best practices.
7. The project's contribution to historical research will be identified.
8. The proposal will include public outreach (e.g. worldwide web, newsletters, social media, etc.)

Adopted November 3, 1979
First Revision March 9, 1989
Second Revision July 27, 2011

Appendix D

Alaska State Historical Records Advisory Board Bylaws

Article 1. NAME.

The name of this organization is the Alaska State Historical Records Advisory Board, hereafter known as ASHRAB.

Article II. AUTHORITY.

ASHRAB is a state board, appointed by the Governor, under the authority of federal statutes [44 USC Chapter 25] and regulations [36 CFR Part 1206] governing the National Historical Publications & Records Commission (NHPRC) program of the National Archives & Records Administration (NARA).

Article III. MEMBERSHIP.

ASHRAB consists of at least nine members. The Governor appoints members for three year, renewable terms. A majority of members shall have recognizable experience in the administration of records, manuscripts, or archives. The board should, as far as is practicable, broadly represent public and private archives, records offices, and research institutions and organizations in the state. The Alaska board includes the State Archivist, the Chief of the Office of History & Archaeology and one representative each of Native organizations and local government records agencies or their designee.

Article IV. STATE COORDINATOR.

The Governor appoints the State Archivist as ASHRAB State Coordinator as required by NHPRC regulation. The State Coordinator or designee shall represent ASHRAB in state and national forums, and acts as meeting convenor and secretariat. The State Coordinator is a member of ASHRAB and serves a renewable four-year term. The coordinator shall appoint a deputy. The deputy assists in carrying out the duties of the coordinator and serves as acting coordinator at the coordinator's discretion or other inability to serve.

Article V. DEFINITION.

The term *record* as used by these *Bylaws* includes textual, non-textual, machine readable, electronic and other documentary materials, regardless of origin, physical form or characteristics.

Article VI. PURPOSES.

The purposes of ASHRAB are to:

- A. Maintain and disseminate a statement of goals and priorities for historical records programs in Alaska;
- B. Advise on matters pertaining to collection and preservation of historically significant records;
- C. Endorse projects that address established goals and policies;
- D. Encourage communications among organizations having archives and/or records management interests, defining areas of mutual concern to support comprehensive collection of Alaskan historical records and to minimize duplication of efforts;
- E. Review grant applications and make funding recommendations to the NHPRC grant program, concerning applications from organizations and institutions based in Alaska;
- F. Promote and publicize the NHPRC grant program, encouraging participation;
- G. Provide grant consultation, assisting grant applicants in preparing proposals;
- H. Develop grant applications to address historical records issues of statewide concern;
- I. Review proposed legislation concerning public or historical records administration, advise on its applicability and potential effects, and recommend legislation when appropriate;
- J. Support programs designed to promote public awareness of historical records values, conditions and needs;
- K. Conduct studies to better define historical records conditions and problems in Alaska, proposing solutions;
- L. Foster and support cooperative networks for conservation, bibliographic control, and public access for historical records topics;
- M. Expand educational opportunities, coordinating with academic institutions to develop or expand records management and archives course offerings;

Article VII. PROGRAM SCOPE.

ASHRAB's program, scope and interests relate, but are not limited to, records documenting the history and heritage of Alaska and its people held by the following entities in Alaska:

- State government
- Cultural organizations
- Local governments
- Historical organizations
- Native Americans
- Professional associations
- Ethnic groups and organizations
- Academic institutions
- Religious denominations
- Libraries & museums
- Business & industries

Article VIII. GRANT APPLICATIONS PRIORITIES.

Grant priorities will be in accordance with the statement of priorities adopted by ASHRAB. ASHRAB may revise the statement of priorities at any time by majority vote.

Article IX. RECOMMENDATIONS ON GRANT APPLICATIONS.

Recommendations shall follow procedures established by the NHPRC for grant application review.

Article X. MEETINGS & RECORDS.

ASHRAB shall meet at least two times each year to review grant applications and conduct other business. Other meetings may be called at the initiation of the State Coordinator or by any three other ASHRAB members. All meetings are subject to the provisions of the *Open Meetings Act* under AS 44.62.310. Official ASHRAB records are maintained by the State Coordinator and are subject to provisions of *Public Records Disclosures* under AS 40.25.120.

Article XI. QUORUM.

Five members of ASHRAB constitute a quorum for the purpose of meeting and conducting business.

Article XII. COMMITTEES.

The State Coordinator appoints such Committees as are necessary to effect the purposes and programs of the NHPRC

Article XIII. RULES OF ORDER.

The most current edition of *Robert's Rules of Order* serves as parliamentary authority.

Article XIV. AMENDMENTS TO BYLAWS.

Proposed amendments to these *Bylaws* must be sent to the ASHRAB members at least thirty (30) days in advance of a scheduled meeting. Discussion of proposed amendments shall appear as a separate item on the meeting's agenda. Passage of amendments requires a two thirds vote of ASHRAB members present and voting.

Amended April 24, 1990

Amended June 15, 2011